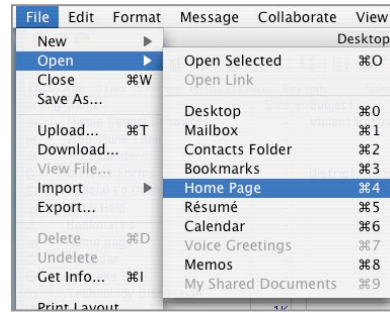


# Creating a FirstClass Webpage

Log-in to FirstClass as you normally do.

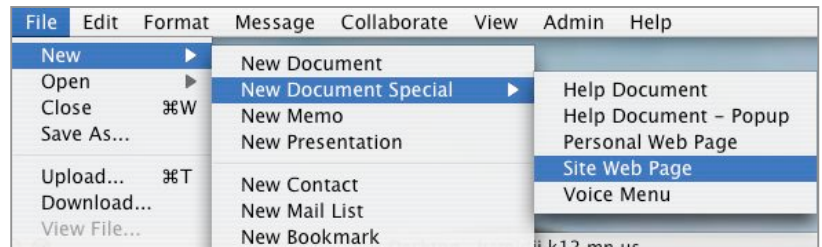
## Create or open a Home Page folder.

1. Pull down the FILE menu
2. Select Open
3. Select Home Page



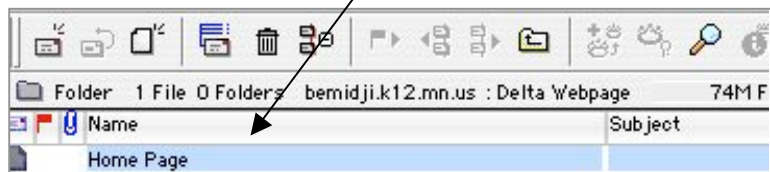
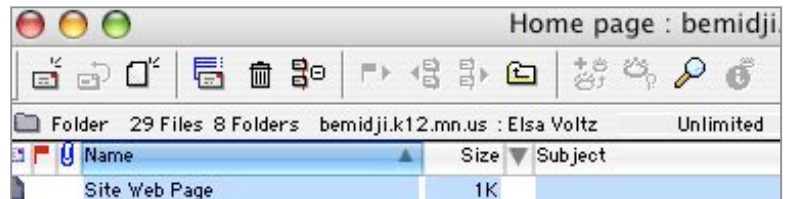
## Create a blank webpage.

1. Open the Home Page folder
2. Pull down the FILE menu
3. Select NEW DOCUMENT SPECIAL
4. Select SITE WEB PAGE



## Rename the Site Web Page.

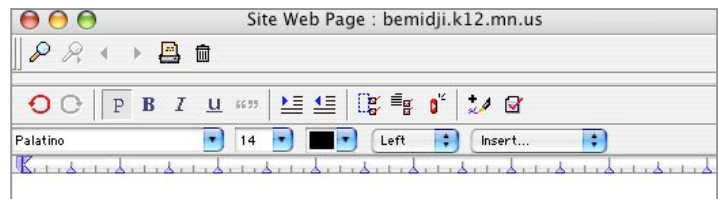
1. While holding down your ctrl key (on a Mac) or right mouse clicking (on a PC), click on the words Site Web Page. Select "rename".
2. Delete the words Site Web Page.
3. Type in Home Page (exactly like that – capitol H, space between the words, and capitol P) It should look like this:



## Entering text on that page.

You can select different fonts, sizes text formats (bold, underlined italics) as well as colors and orientation (left, right, center).

1. Double click on the Home Page file to open it.
2. Type as you do in any word processing document.



**IMPORTANT: Your webpage URL will be <http://bemidji.k12.mn.us/~username>  
For example: <http://bemidji.k12.mn.us/~sfayette>**

# Adding Color and Tables to your FirstClass Webpage

NOTE: These are features available to FirstClass version 8.0

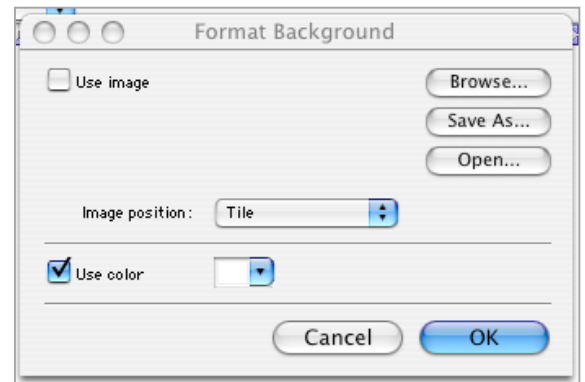
## Adding a background color or image.

### Adding a background color.

1. Select the Format menu – Format background.
2. In the bottom half of the window, check “Use Color”.
3. Use the drop down box to select the color for the background.

### Adding a background image.

1. Select the Format menu – Format background.
2. In the top half of the window, check “Use image”.
3. Use the “Browse...” option to locate the saved image on your computer.



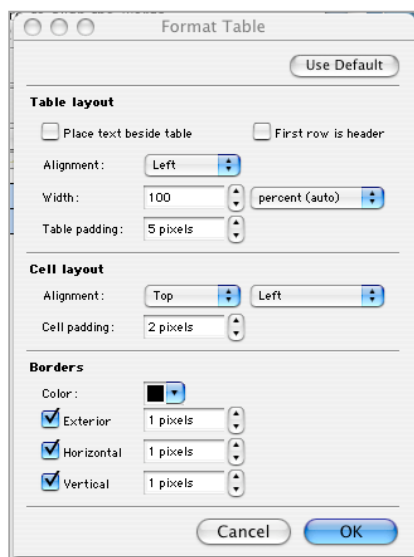
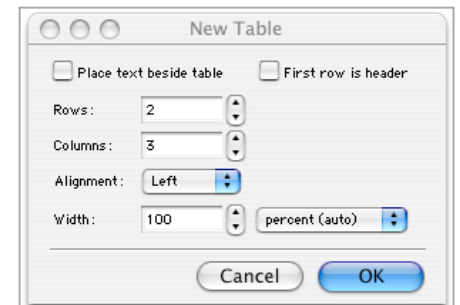
## Adding a table.

A table will allow you to align an item (photos or text) on a webpage. For example: if you had spelling words listed on your website, you would use this feature to align the words.

1. On your toolbar select the Insert drop down list. Here you will find “Table”.



2. In the New Table window, select the number of row and columns you desire. You will also want to determine the alignment and width. Note: if you set your table to 100 percent width the table will automatically adjust to the window size. If you want your table be a specific size, you would select pixels and the desired width.



### Formatting a Table:

1. Place your cursor anywhere inside the table and select the Format menu–Format Table.
2. In this window, you have the ability to change the color and width of the line. You will also have the ability to add cell padding, which will add space between the table border and text (or image).

### Formatting a Cell:

1. Select one cell or the entire table to format.
2. Select Format menu–Format Cells.
3. In this window, you can change the color of the cell(s), border width, or alignment of the text (or image).

# Adding Photos & Graphics to your FirstClass Webpage

## Adding a digital photo.

You can upload any JPEG file to your FirstClass webpage. The webpage area of FirstClass is EXTREMELY simplified. You can do some formatting (such as resizing), but you may find it easier to format in your computer's photo program (ex: iPhoto). Once you have decided on the photo you would like to use, save it to your desktop. There are two ways to insert a photo:

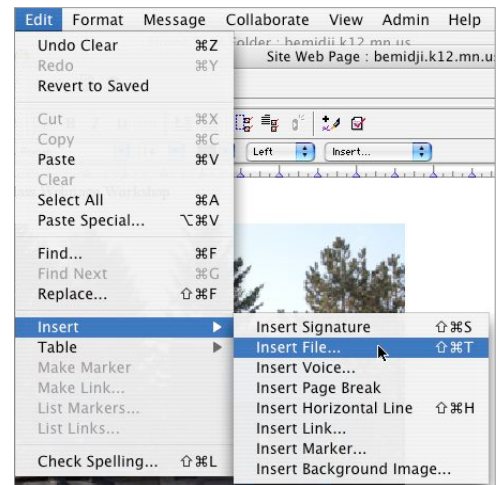
### Using the Insert Menu

1. Place your cursor where you would like the photo to appear
2. Select the Edit menu – Insert – Insert file.
3. Navigate to your image file.

### Drag and Drop Method

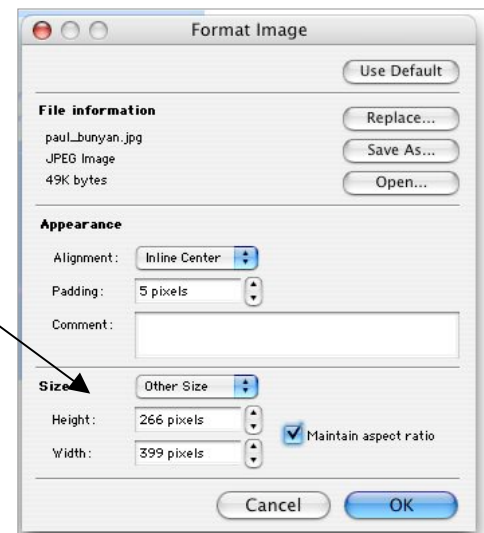
1. Place your cursor where you would like the photo to appear
2. Drag your jpeg file to the webpage and drop

It will automatically upload to the file. Once in the file, you can't move the picture itself. You can type above it and press the return to move it down, but you can't move the picture itself. You can also highlight the picture then cut it and paste it to a different cursor location on the webpage.



### Resizing a photo or graphic

1. Double click on the image.
2. Select the "Other Size" drop down menu to select a percentage. Or, enter new pixel sizes.

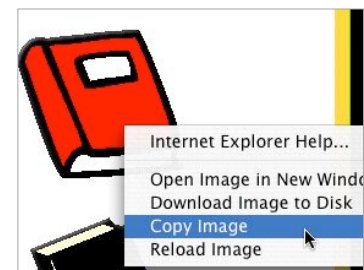


## Adding a graphic from the Internet.

You can also add "royalty free" images from the Internet. There are many sites to find "free" web graphics. Beware- this can be very time consuming.

### Using a Internet image

1. Find the image (Google search: free web graphics education)
2. Right click on the image (on a Mac, you do this by holding down the "ctrl" key, while clicking on the image).
3. Select either "Copy" or "Download image to disk" (downloading will save a copy to your hard drive for future use). If downloading to disk, you may want to save it to the Desktop so it is easy to find.
4. Open you HomePage in FirstClass.
5. Move your cursor to the place you would like the image. If you "copied" the image, just go to Edit – Paste. If you downloaded the image, select the "Edit" menu - "Insert" - "Insert File". Navigate to your desktop to select the image.



Make sure you read all of the information on the graphics website. Some websites will ask you to link back to their site if you use one of their images.

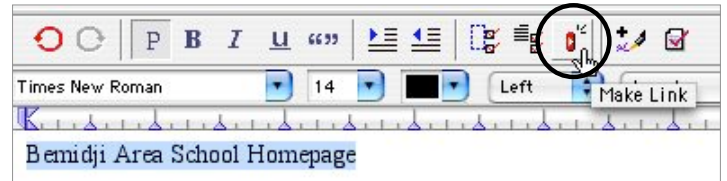
# Adding Links to your FirstClass Webpage

## Adding URL text links.

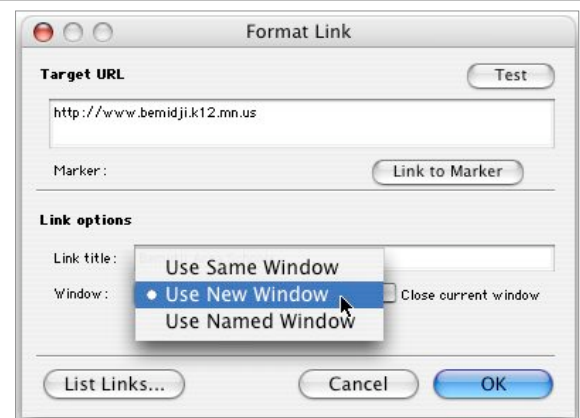
If you place a URL (Internet address of a web page) directly in the document window of your web page, it will automatically be 'hot' (linked to an external page) when accessed from the Internet.

## Linking text.

Text items can be linked without typing the URL directly into your web page. The actual Internet address won't show up on the web page.



1. Click and drag over this text to select it. (For example: Add the text Bemidji Area School Homepage to your web page.)
2. Click the Link icon in the toolbar of the document window.
3. A window will open that will allow you to enter Internet address (URL). You may also want to select "Use New Window", which will control how the page is opened.



## Linking graphics.

The procedure for linking graphics is similar to linking text.

1. Click on the graphic to highlight it.
2. Click the link icon in the document window toolbar (see above)
3. Fill-in the address fields in the Format Link window with the desired Internet address. (see above).

## Linking pages within your website.

The procedure for creating links within your website is the same as linking outside your site. The main item to consider is correctly addressing your linked pages.

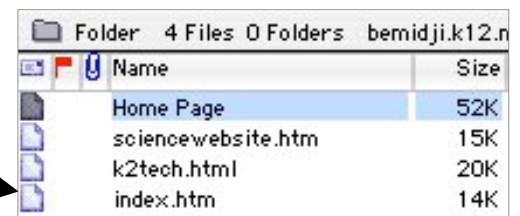
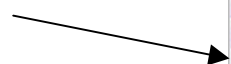
If you wanted to link to a page in your home folder, you would type the following in the Format Link window (see above):

**`http://bemidji.k12.mn.us/~username/filename`**

**Example:**

**`http://bemidji.k12.mn.us/~sfayette/index.htm`**

Note: the file name is the what you named the page in your Home Page folder.



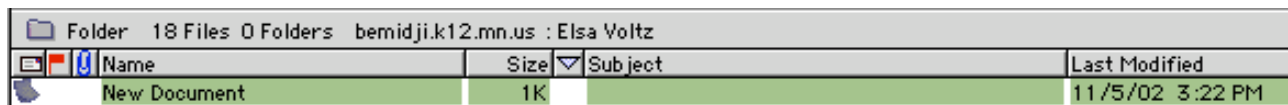
## **Advanced FirstClass Webpage Features**

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### **Adding pages to your FirstClass website.**

First you must have a homepage created.

1. In First Class open the HOMEPAGE FOLDER
2. From the menus across the top select FILE->NEW->NEW DOCUMENT SPECIAL->SITE WEBPAGE.
3. It will open a blank document that looks like a word processing document. It's really a web document. You can type on it as you would a word processing document, or copy and paste from any existing document.
4. To give this document a name other than "Site Web page" close it.
5. Look for the file named "Site Web Page" (It'll be in the HomePage folder)
6. If you view the contents of your HomePage folder as a list it will look like this:



Name	Size	Subject	Last Modified
New Document	1K		11/5/02 3:22 PM

7. While holding down your ctrl key (on a Mac) or right mouse clicking (on a PC), click on the words New Document. Select "Rename". Keep in mind that to link to this page you will type the name of this document at the end of your homepage address  
(<http://bemidji.k12.mn.us/~yourusername/nameofthefile>)  
Example: (<http://bemidji.k12.mn.us/sfayette/sciencelinks>)  
NOTE: There should be no spaces in the name, you can use a period (.) or an underscore (\_). Keep in mind you want other people to easily access your page.
8. Now that you've created your additional web document you'll want to link to it from your Home Page.
9. In the FirstClass HomePage folder open your Home Page document.
10. Type in the words you want to use to identify the page you want to link to or you may use a graphic.
11. Highlight the word(s) or graphic you want to use as the link "hot link". (See Linking pages within your website)

### **How to add HTML to your FirstClass webpage.**

1. Add the HTML code to the page wherever you like.
2. Then select all the code and go to Format-->Format Text.
3. Click the check box next to "Literal HTML". That will force a browser to read that text as HTML and display accordingly.